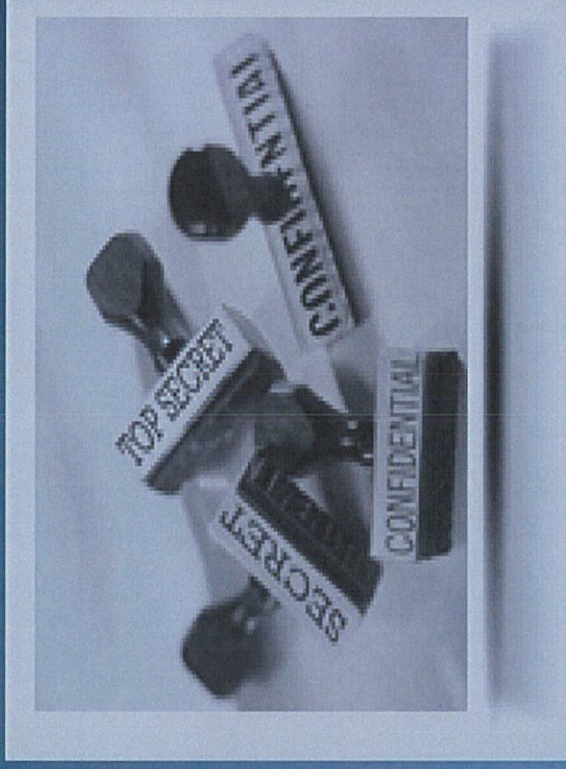


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Safeguarding Protected Information



“A Lifelong Obligation”

Approved for release by NSA on 02-03-2017, FOIA Case #83930 (litigation)

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What is Prepublication Review?

The process, as set forth in NSA/CSS Policy 1-30 “Review of NSA/CSS Information Intended for Public Release,” to determine that information proposed for public release in either an *Official* or *Private* capacity:

- * Contains no **protected information**
- * Is consistent with established NSA/CSS, DoD, and IC policies
- * Conforms to NSA/CSS messaging standards as determined by the Associate Director for Strategic Communications

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What is Protected Information?

Information that is:

- * Classified
- * In the process of being classified
- * Unclassified, but protected by statute

REMINDER - Official NSA/CSS Information appearing in the public domain shall not be automatically considered UNCLASSIFIED or approved for public release.

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Why Perform Prepublication Review?

All NSA/CSS affiliates sign a Non-disclosure Agreement (NDA) which legally binds them to these lifetime obligations:

- * Safeguarding protected information
- * Prepublication Review
- * Reporting unauthorized disclosures of protected information

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WARNING!

During the prepublication review process, the discovery of classified data that was prepared on an unclassified computer at home or work may result in confiscation of the computer or its hard drive by the Associate Directorate for Security and Counterintelligence (ADS&CI).

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Who's an NSA/CSS Affiliate?

Any person employed by, detailed to, or assigned to NSA/CSS, including:

- * Members of the U.S. Armed Forces;
- * Experts or consultants to NSA
- * Industrial or commercial contractors, licensees, certificate holders, or grantees of NSA to include all subcontractors
- * Personal services contractors
- * Any other category of person who acts for or on behalf of NSA as determined by the DIRNSA/CHCSS.

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What Must Be Reviewed?

Official NSA/CSS Information comprising any DoD or IC information that is in the custody and control of NSA/CSS and was obtained for or generated on NSA/CSS' behalf during the course of employment or other service, whether contractual or not, with NSA/CSS



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Typical Submissions

* Anything to be posted on NSA.gov	* Letters of Recommendation
* Articles	* Official Photos (Policy 1-28)
* Biographies	* Presentations (<i>award citations, etc.</i>)
* Book Reviews (<i>relating to NSA, cryptography, etc.</i>)	* Press Releases (<i>wedding announcements, obituaries, contractor releases</i>)
* Books (<i>fiction, non-fiction</i>)	* Research Papers
* Brochures (<i>for products, seminars, conferences</i>)	* Resumes
* Conference Briefings	* Speeches
* Co-op Work Reports	* Videos
* Internet Postings	

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Who Reviews?

* The Office of Information Security Policy (DJ2) has overall responsibility for the NSA/CSS prepublication review process, but certain NSA directorates – IAD and RD – have also been delegated limited prepublication review authority.

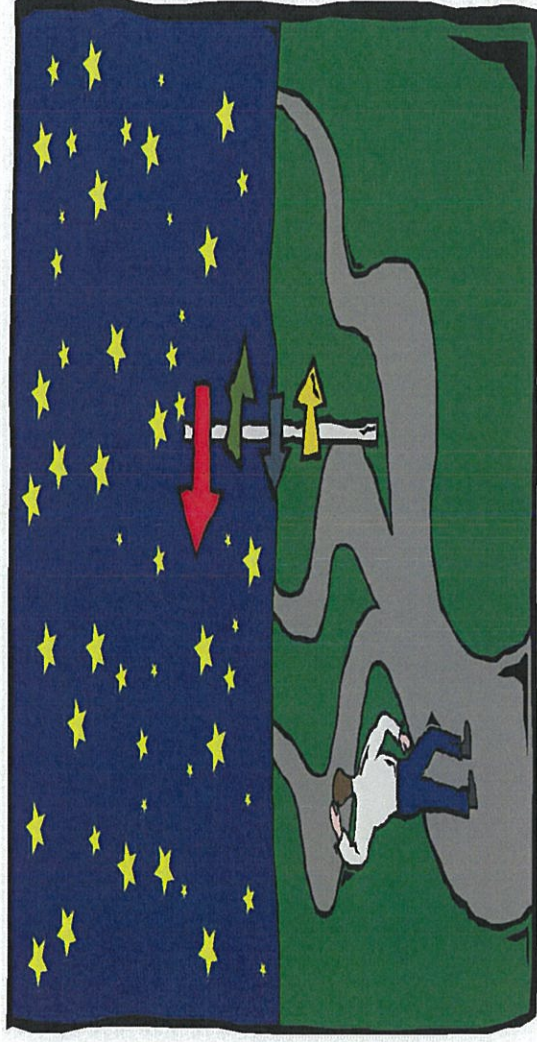
* NOTE: It is each NSA/CSS affiliate's responsibility to submit material intended for public release for review according to established procedures.

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Affiliates Shall:

- * Determine if the information is intended for public release; and
- * Determine if the public release will be in an *Official* or *Private* capacity.

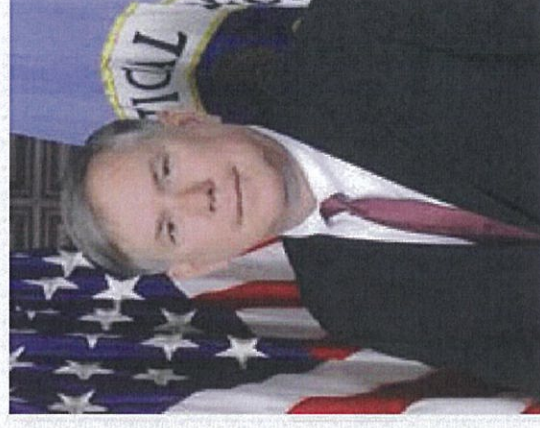
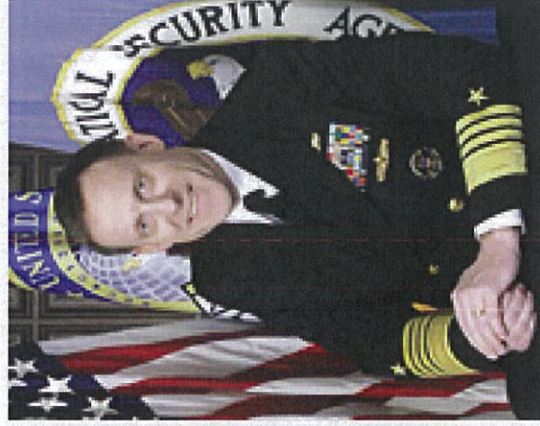


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What's Official Capacity?

Acting on behalf of NSA/CSS.



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What's Private Capacity?

- * NSA/CSS affiliates may prepare information for public dissemination through non-NSA/CSS forums or media, provided they:
 - * Violate no laws or regulations;
 - * Maintain ethical standards;
 - * Use only information that is UNCLASSIFIED and approved for public release;
 - * Use no information in which NSA/CSS may have intellectual property rights and may file a new patent application thereon; and
 - * Use a disclaimer on any material in which an NSA/CSS affiliation is cited.

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Affiliates Shall Provide:

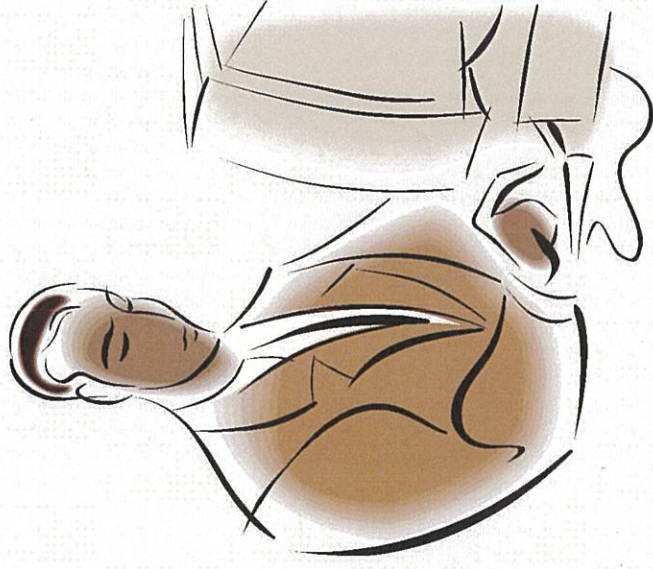
- * Local CAO determination that the information is UNCLASSIFIED
- * Management approval, if required
- * Contracting Officer concurrence, if related to an NSA/CSS contract
- * Technical Review, as needed
- * Consent to use name/image of any affiliate named/shown
- * Proof of license or permission to use any copyrighted material
- * Venue
- * Audience
- * Deadline
- * Virus checks for material being submitted on magnetic media
- * Material containing no Classification Banners or Portion Markings

(Note: these requirements vary depending on official or private capacity)

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CAOs Shall:



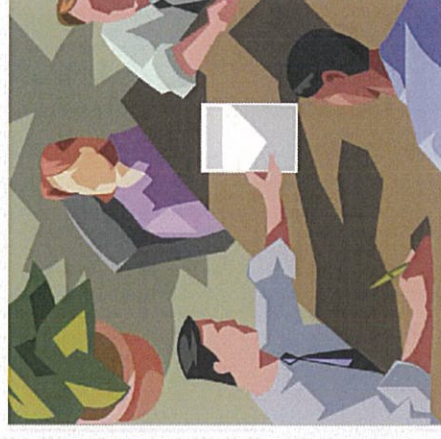
- * Conduct initial classification reviews of information submitted by affiliates in their supported organizations, in accordance with current NSA/CSS classification and declassification guidance;
- * Provide the affiliates digitally signed e-mail messages or, if email is not practicable, appropriately classified letters, containing the classification determination

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Prepublication Review Authority Shall:

- * Perform final classification review;
- * Perform required coordination;
- * Conduct, as practicable, final prepublication reviews within 25 business days of receipt;
- * Provide the final response to the requester; and
- * Maintain all required electronic and hardcopy official records related to prepublication review determinations.



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Resumes

Resumes intended for posting to public web sites such as NSA.gov and Monster.com, or for mailing to private companies as part of a job search, comprise a unique DJ2 business line and are handled separate from other information being submitted for review prior to public release.



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How To Submit a Resume

- * Visit the DJ2 Resume web page (go resume)
- * Read the Resume Dos and Don'ts
- * Get a Local CAO Review
- * Make changes as required by the CAO
- * Upload an editable version of the resume to the DJ2 automated system (DO NOT submit via email)
- * You may use the U.S. Postal Service, if you have no access to NSANet, but expect delays in processing

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Some Resume Dos

- * Acknowledge TS/SCI or TS/SI/TK clearance
- * Acknowledge SBI and Polygraph dates
- * Indicate foreign languages studied and/or used operationally
- * Describe projects in an unclassified manner
- * Indicate “overseas” or “field site” assignments
- * List NCS Courses
- * List unclassified computer languages, hardware, and software with which you are proficient.

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Some Resume Don'ts

- * Submit your ISR as an unclassified resume
- * Submit a partial resume... unless you're a contractor.
- * Reveal NSA/CSS infrastructure information
- * Indicate target areas or specific classified missions
- * Identify a specific location as a SIGINT site (except NSA-W and the Cryptologic Centers)
- * Associate military units with SIGINT functions
- * Use specific project, system, or tool names
- * Use NSA/CSS supervisors' names

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How To Submit Information

- * For detailed information on prepublication review submissions type “go prepub” in your NSANet web browser; for resume submissions, type “go resume.” (Note – Please DO NOT email your resume to DL resumes.)
- * For affiliates who have no access to NSANet, submission information is also available on NSA.GOV under the “Public Information” tab.

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Resources

(b)(3) – P.L. 86–36

- * NSA/CSS Policy 1-30 (Review of NSA/CSS Information for Public Dissemination)
[Redacted]
- * NSA/CSS Policy 1-28 (Marking and Handling of Ceremony Photographs)
[Redacted]
- * Current Pre-publication Review Procedures
[Redacted]
- * Classification Advisory Officers (CAO) “go CAO”
- * Information Security Policy “go dj2”

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Points of Contact

* Information Security Policy (DJ2):

* Pre-Pub Team: DL pre_pub
* or 969-2882(s)

* Resume Team: DL resumes (inquiries only)
* or 969-2872(s)

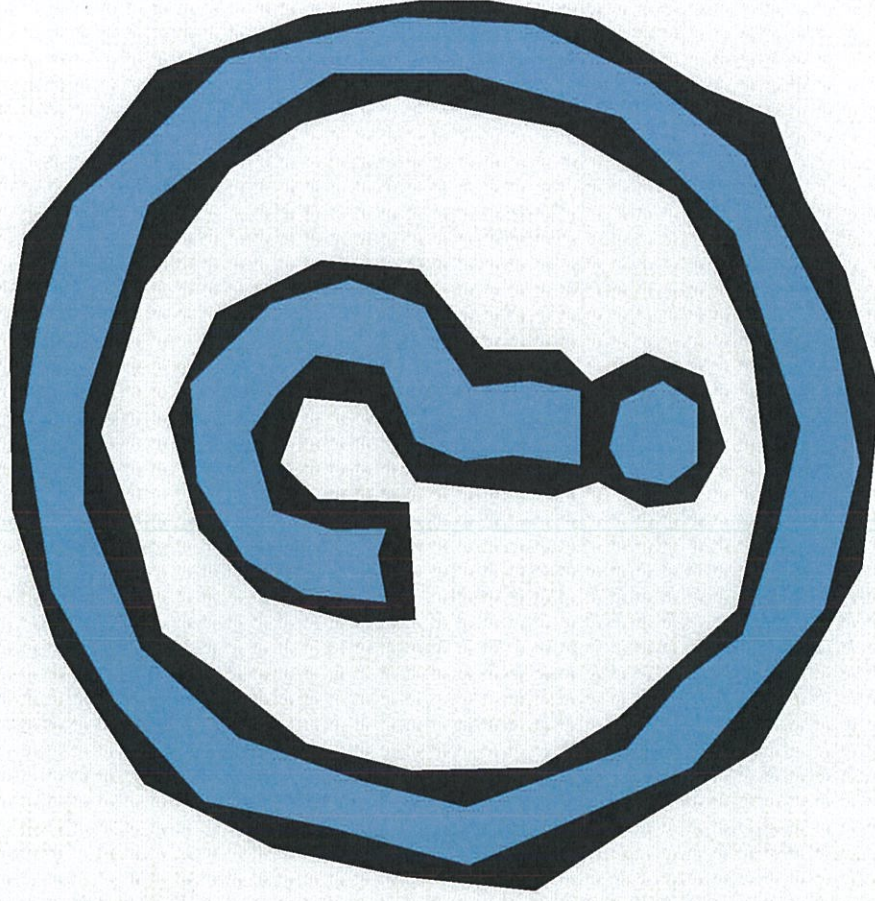
* IAD Comms: DL IADCOMMS

* Research Directorate:

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